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**SECURITY FORCES INVESTIGATIONS
PROGRAM**

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This AFI implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement* and establishes responsibilities and guidance on security forces investigation of criminal matters. This instruction applies to the Air National Guard (ANG) upon mobilization and when published in the ANG Index 2.

(USAFE) AFI 31-206, 1 August 2001, is supplemented as follows: This supplement applies to all US Air Forces in Europe (USAFE) units. This supplement also applies to all United States (US) Air Force civilians and contract employees (US and foreign national), including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units assigned to USAFE. This supplement does not apply to regular Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://afrims.amc.af.mil>.

SUMMARY OF REVISIONS

This revision contains a revised AFOSI and security forces investigative matrix (**Attachment 2**), identifies new requirements for issuing investigator credentials (**paragraph 2.2.**), specifies new uniform

requirements (**paragraph 2.3.**) and identifies procedures for requesting reimbursement of expenses incurred while conducting official investigations (**paragraph 2.5.**). It requires evidence rooms to be designated controlled areas (**paragraph 2.6.1.4.**) and specifies procedures for receiving, storing and disposing of controlled substances (**paragraph 2.6.1.6.**). This revision adds information on interviewing union employees and other civilian suspects (**paragraph 2.12.4.**), identifies procedures for releasing interviewees (**paragraph 2.12.6.**), adds a format for reports of investigation (**Attachment 3**) and references use of the new **Field Interview Card**, *AF Form 3907*, (**paragraph 2.18.**). The requirement to report security forces requests for access to financial records held by financial institutions in accordance with the Right to Financial Privacy Act of 1978 (**paragraph 2.21.7.**) and information on complying with DoD victim/witness assistance requirements (**paragraph 2.23.**) have been added. The requirement to fingerprint military suspects under investigation in accordance with DoDI 5505.11, *Fingerprint Card and Final Disposition Report Submission Requirements* (**paragraph 2.24.**) and new procedures for obtaining bad checks from the Army and Air Force Exchange Service (AAFES) is also included.

(USAFE) This document is substantially revised and must be completely reviewed. Extensive changes in policies and procedures required a complete revision of this publication.

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Chapter 1

RESPONSIBILITIES

1.1. Headquarters United States Air Force. HQ USAF/XOF determines how security forces members conduct criminal investigations throughout the Air Force.

1.2. Headquarters Air Force Office of Special Investigations (AFOSI). HQ AFOSI develops guidelines on investigative jurisdiction within the US Air Force. It also manages the USAF Polygraph Program and provides guidance on the Joint Drug Enforcement Team (JDET) concept.

1.3. Headquarters Air Force Security Forces Center (HQ AFSFC). HQ AFSFC provides Air Force security forces commanders with guidance on investigative matters.

1.3.1. HQ AFSFC compiles information reportable under DoD Directive 5400.12, *Obtaining Information from Financial Institutions*, and forwards this information annually to SAF/IGX.

1.4. Installation Chief of Security Forces (CSF). The CSF will establish a security forces investigations section within their squadron to handle incidents and/or crimes as delineated in [Attachment 2](#), AFOSI and security forces investigative matrix, as established by AFI 71-101, Volume I, *Criminal Investigations*. The matrix is to be used as a guideline for decision makers and is not intended to remove discretionary authority from the CSF or AFOSI commander.

Chapter 2

ESTABLISHING AN INVESTIGATION PROGRAM

2.1. Investigative Jurisdiction. Security forces members investigate all crimes, offenses or incidents falling within their investigative jurisdiction as set forth in [Attachment 2](#) and AFI 71-101, Volume I. These cases normally do not involve coordination with federal law enforcement agencies and other than local or host nation forces. Security forces may close out cases AFOSI determines do not warrant further AFOSI investigation.

2.1.1. When authorized, security forces provide investigative assistance to AFOSI. The AFOSI detachment commander or special agent in charge and CSF jointly make determinations of need.

2.1.2. Installation CSFs coordinate requests from AFOSI to pick up an ongoing security forces investigation. Security forces close out and transfer all case file information and evidence to AFOSI once they accept investigative responsibility.

2.2. Credentials. The CSF issues an AF Form 688, **Security Forces Investigator Credential**, to security forces investigators in the rank of senior airman (or civilian equivalent) or above.

2.2.1. Issue credentials to the graduates of the Military Police Investigator Course, AFOSI Special Investigators Course or of an overseas US Army Major Command Military Police Investigators Course.

2.2.2. The CSF may issue credentials to security forces members who the CSF believes have the necessary technical expertise, formal education and training. ***Note:** In the absence of a qualified investigator, the CSF may issue credentials to persons with less experience or part-time investigators, provided the number of credentials issued does not exceed the number of authorized investigators. Formal training for these individuals is the goal.*

2.2.3. The CSF ensures security forces investigators carry the AF Form 688 in the performance of official duties only. Credentials are valid only as long as the holder is performing investigative duties within the issuing unit. The credential expiration date should generally not exceed three years from date of issue.

2.2.3.1. Destroy withdrawn credentials upon change of duty status, assignment or station. Document credential destruction on AF Form 310, **Document Receipt and Destruction Certificate**, and maintain the certificate with other AF Form 688 accountability records. ***Note:** The CSF may present an investigator his credentials as a change of duty station or retirement memento. When done, the commander must render the credentials unserviceable. Marking the credentials in red block letters "INVALID" or encasing them in poured acrylic are two options.*

2.2.3.2. Ensure control and protection of blank credential forms against theft and unauthorized use.

2.3. Uniform Wear. Investigators will wear the military uniform with the security police shield while performing investigative duties. The installation CSF may authorize wear of appropriate civilian clothes on a case-by-case basis when uniform wear hinders operations. Do not wear the security police shield with civilian clothes. When authorized to wear civilian clothes, carry the shield clipped to the inside of the investigator credential holder.

2.3.1. Air Force civilian employees assigned as investigators wear the DoD police badge in uniform and carry (rather than wear) the badge when performing official duties in civilian clothing. When wearing civilian clothes, carry the DoD police badge clipped to the inside of the investigator credential holder.

2.3.2. Wear of civilian attire with the security police shield affixed or embroidered is prohibited while on duty. Wear of the security police shield negates the purpose and need for wear of civilian attire.

2.4. Arming. Investigators are normally not armed while conducting investigations unless authorized by the installation CSF. Blanket authorizations to carry concealed firearms are prohibited. Investigator weapons will be stored in the security forces armory. Comply with AFI 31-207, *Arming and Use of Force by Air Force Personnel*, when carrying weapons openly or concealed.

2.5. Reimbursement. Security forces investigators submit an SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, for all reimbursable expenses incurred while conducting an official investigation. Installation CSFs must preapprove reimbursement for expenses incurred while conducting an investigation.

2.6. Handling Evidence. Installation CSFs appoint evidence custodians in writing. You must positively identify and strictly account for evidence to assure admissibility for legal proceedings.

2.6.1. Investigators must:

2.6.1.1. Complete an AF Form 52, **Evidence Tag**, as soon as possible after collecting items of evidence, thoroughly describing the evidence and identifying each person who has had custody of the item. Multiple and varying types of evidence may be consolidated on one AF Form 52 provided the evidence is collected by the same person, at the same place, and as part of the same case. Multiple AF Forms 52 are used by numbering them consecutively, i.e., 1 of 3, 2 of 3. Ensure maintenance of the chain of custody.

2.6.1.2. Mark each item of evidence with the time seized, date seized and initials of the person seizing the item. Do not mark items of evidence when doing so would reduce the evidentiary or financial value of the item. In those cases, place the item in a sealed bag or container and mark the bag or container with the time and date seized and initials of the person seizing the item.

2.6.1.3. Release evidence to the evidence custodian and/or secure it as soon as practical.

2.6.1.4. Record all evidence in ink in a permanently bound evidence log with consecutively numbered pages. Do not remove pages from the log or erase entries. Do not use correction fluids or correction tape. Draw a line through mistakes and initial them.

2.6.1.5. Store evidence in lockers, safes or rooms designated solely for that purpose. Designate such areas as controlled areas and comply with the requirements of AFI 31-101, *The Air Force Installation Security Program*. Develop procedures to make evidence storage containers or rooms accessible only to the evidence custodian(s).

2.6.1.6. Store firearms and ammunition evidence in approved containers in the security forces armory.

2.6.1.7. Secure controlled substances (other than residue and paraphernalia) stored outside a designated evidence room in a GSA-approved Class 5 safe.

2.6.1.7.1. Weigh controlled substances upon receipt and disposal and record the weight on AF Form 52. If the weight is so small as to be negligible, state this on the AF Form 52.

2.6.1.7.2. Storage of drug evidence with military working dog training aids is prohibited.

2.6.1.8. Conduct inventories of all evidence as determined locally, but at least quarterly, and inform the CSF in writing of discrepancies. Conduct an inventory when changing evidence custodians. Document the transfer of custodians in the front of the evidence logbook.

2.6.1.9. Obtain written approval from the staff judge advocate (SJA) before disposing of evidence. Document final disposition on evidence tags and in the evidence logbook. Have one witness present when security forces destroy drugs or other items not returnable to the person from which seized. Witnesses must be in the grade of E-7 or higher (appointed by the installation commander or designee) and may not be assigned to the security forces squadron.

2.6.1.10. Send evidence directly to military or state forensic laboratories using AF Form 1880, **Forensic Examination Request**. State-preferred forms may be used when using state facilities. AFOSI handles evidence transmittal requiring FBI analysis. Send evidence by way of certified mail, return receipt requested.

2.7. Lost/Found Property. When appropriate, security forces may take custody of private or government property not requiring the same degree of legal accountability as evidence. Security forces will generally not take custody of property (except for weapons) left with another installation agency (for example, luggage left by passengers at the passenger terminal, personal property left in or around barracks, exchanges and commissaries). MAJCOM directors of security forces should establish guidelines on conditions and circumstances under which their units accept lost, found or acquired property.

2.7. (USAFE) Lost/Found Property. Security Forces will remain the focal point for the general public to turn in found property. Other agencies such as Army and Air Force Exchange Service, traffic management offices, services organizations, and individual squadrons must establish their own procedures for lost and found property. Local Security Forces units should review and approve these procedures. Security Forces will continue to take custody of all weapons, narcotics, and controlled items.

2.7.1. Use an AF Form 52 as a receipt for lost, found or acquired property.

2.7.2. Use locally developed procedures to log and track this type of property. Use separate books for acquired and evidential material.

2.7.3. Store lost, found and acquired property separately from evidence. Lost or found property may be stored in an evidence room; however, it must be clearly separated (i.e., separate bin or shelf) from stored evidence.

2.7.4. The base property disposal board (subject to installation commander approval) may choose to dispose of property in one of the following manners:

2.7.4.1. Turn the item(s) in to the Defense Reutilization and Management Office (DRMO) in accordance with DoD Manual 4160.21, ***Defense Reutilization and Marketing Manual***.

2.7.4.2. Donate the item(s) to a non appropriated funds instrumentality (NAFI), for example, the auto hobby shop.

2.7.4.3. Donate the item(s) to a military or private charity, for example, Airman's Attic or, Salvation Army.

2.7.4.4. As otherwise directed by the installation commander, for example; destroy, convert to government use or through no cost contract with local business/agency (for disposal of abandoned vehicles).

2.7.5. Regardless of disposal option(s) selected, you must still comply with the requirements of DoDM 4160.21 regarding identification and notification of owners, and the time frames required for holding property before disposition.

2.7.6. Demilitarize all unclaimed firearms. Do this through turn in to DRMO or through destruction procedures found in DoD 4160.21-M-1, ***Defense Demilitarization Manual***. Demilitarize all major assemblies to preclude reuse or reassembly with other parts.

2.7.7. Retain money until the end of the calendar year, until funds exceed limits prescribed by the installation CSF, or release it immediately to the local finance office.

2.8. Joint Drug Enforcement Team (JDET). AFOSI, in coordination with the installation CSF and installation commander, may establish an AFOSI/SF JDET. Once formed, these teams become the focal point for the Air Force antidrug efforts at the installation level. The local AFOSI detachment commander and installation CSF determine the type and extent of direct participation JDET security forces have in AFOSI operations.

2.9. Polygraph Support. Only AFOSI can conduct forensic psychophysiological detection of deception examinations (FPDDEs) in support of security forces investigations. Request FPDDE according to AFI 71-101, Volume I. AFOSI IOC/XOSP grants approval for this support.

2.10. Field Testing Controlled Substances. If specifically trained, security forces can field-test suspected marijuana, hashish and other cannabis products, as well as phencyclidine (PCP). They may also field test for the presence of cocaine with the concurrence of the servicing AFOSI detachment. Contact AFOSI if a suspect substance tests positive for PCP or cocaine.

2.10.1. Determine field testing for other drugs on a case-by-case basis depending on security forces and AFOSI responsibility for a particular investigation. Contact the servicing AFOSI office before conducting tests not specifically authorized above.

2.10.2. Security forces may field-test other narcotics discovered during routine police actions at installations with no AFOSI presence. The servicing AFOSI detachment may provide specific training for these tests.

2.10.3. You can get field-test training from your local AFOSI unit, or through trained local civilian police personnel.

2.10.4. Training in field-testing for narcotics must address reading and recording of results; safety practices, and environmental considerations. Document this training as determined locally.

2.10.5. Security forces investigations will notify the local AFOSI detachment anytime they are conducting a drug related investigation.

2.11. Technical Surveillance Equipment. AFOSI is the sole Air Force agency authorized to conduct interceptions of communications for law enforcement purposes as outlined in DoDD 5505.9, *Intercept of Wire, Electronic and Oral Communication for Law Enforcement*, and AFI 71-101, Volume I. This prohibition does not affect administrative telephone monitoring and recording (example: taping of all calls ter-

minating at the law enforcement desk), closed circuit television for monitoring personnel entry to US Air Force restricted or controlled areas, for monitoring inmates in a corrections facility, nor for overt video or audio equipment installed in a marked patrol vehicle.

2.11.1. Security forces investigators may engage in still photographic surveillance. Before engaging in any photographic surveillance, the CSF must review the surveillance plan and consult with the local SJA to ensure adequate addressing of privacy concerns.

2.11.2. Security forces personnel may only use video equipment overtly. This could include documentation of a crime or accident scene, line up, interview session, etc. Except for installed in-car video (paragraph 2.11.), disable the audio pickup of this equipment unless all personnel within recordable distance provide written consent. If there is a need to use video equipment covertly, you must request assistance from the local AFOSI.

2.12. Interviews. The investigator has no legal power to compel persons to divulge information. However, you may ask them to disclose what they know. If a witness or complainant refuses, ask the SJA for assistance.

2.12.1. Advise individuals suspected of committing a crime of their rights under Article 31, *Uniform Code of Military Justice*, or the Fifth Amendment, *US Constitution* before interviewing them. Use AFVA 31-231, **Advisement of Rights**, or the AF Form 1168, **Statement of Suspect/Witness/Complainant**. Failure to advise suspects of their rights may make their statements inadmissible in judicial proceedings. Before any rights advisement, investigators must first determine whether a suspect has requested counsel for this or any previous matter. If so, contact the SJA before attempting the interview. Immediately cease the interview if the suspect asks to consult legal counsel. Make a note in the case file that the suspect invoked his/her right to counsel. Coordinate with the SJA's office if for any reason you desire to attempt a later interview.

2.12.2. If, after advisement, the suspect still does not understand his or her rights, reread the rights. If that does not resolve the problem, seek advice from the SJA's office. Never threaten, trick or cajole a suspect into waiving his/her rights.

2.12.3. Make every attempt to have a parent present during the rights advisement of a juvenile (under the age of eighteen) suspect. Seek SJA advice if you can't locate a parent or they can't respond in a timely manner. Stop the interview if the suspect (or parent in cases involving juveniles) requests an attorney. The suspect may consult with a lawyer and have a lawyer present during the interview. If the suspect initiates contact with security forces after requesting a lawyer, contact the SJA for advice before asking any more questions.

2.12.4. Seek the advice of the SJA before interviewing a civilian suspected as the perpetrator of a criminal offense. According to the Weingarten Rights, union employees employed by the Department of Defense have the right to have a union representative present during questioning. Investigators do not need to advise union employees of the Weingarten Rights; however, if a union employee requests a union representative, investigators must cease the interview until the representative is present. Other factors bearing on if and how you can interview a civilian include custodial/noncustodial status, location (overseas) and jurisdiction. Immediately cease the interview if a civilian asks to consult legal counsel. Make a note in the case file that the suspect invoked his/her right to counsel. Coordinate with the SJA's office if for any reason you desire to attempt a later interview.

2.12.5. Make every attempt to have two interviewers present during all suspect interviews. You must have another interviewer or witness present when the suspect is a juvenile or of the opposite gender of the interviewer. Whenever possible, ensure one of the two interviewers (or witness) is of the same gender as the suspect.

2.12.6. Following interviews with Air Force personnel who are the subject of an investigation, security forces investigators will release the individual to his/her first sergeant, commander or supervisor. The release must include person-to-person contact between the security forces member and unit representative, be immediate, and be in writing. DD Form 2708, **Receipt for Inmate or Detained Person**, will suffice for this purpose.

2.12.7. If any individual appears to be emotional, distraught or stunned following any interview, the interviewee will not be allowed to depart alone. The interviewee can only be released to his/her first sergeant, commander, supervisor or their designee. They will help ensure the individual receives the necessary support to safely handle his or her personal crisis.

2.13. Line ups. You may use physical and photographic line ups in an attempt to positively identify a suspect. Coordinate line up procedures through the installation SJA to assure admissibility in judicial proceedings.

2.13.1. Consult with the SJA if you need to conduct a physical line up. A line up participant is entitled to legal counsel only if the participant is in pretrial restraint or has charges preferred against him/her. However, if the participant has contacted counsel and desires the presence of counsel, the investigator must permit it. Photographic identifications are not "line ups" requiring you to advise the suspect of his/her rights to counsel.

2.14. Reports of Investigation (RCS: DD-P&R(M) 1973). For uniformity in reporting under the Defense Incident Based Reporting System (DIBRS), complete and attach AF Form 3545, *Incident Report*, to all reports of investigation (ROI). When an ROI is attached to an AF Form 3545, the narrative portion of the AF Form 3545 may state "Refer to attached report of investigation." When writing an ROI, use the format in **Attachment 3** to maintain consistency with reports of other DoD investigating agencies.

2.14.1. When forwarding completed ROIs and AF Forms 3545 outside security forces channels, cover these documents with an AF Form 445, **Security Forces Report of Investigation Cover Sheet**. This cover sheet draws attention to the report and the responsibility on the part of the recipient to protect the potentially sensitive information contained in the report.

2.14.2. Security Forces Notes and Supporting Documentation. All security forces notes and other supporting documentation (statements, search authority, evidence tags, etc.) belong to the USAF. Retain these items with the original case file (ROI, incident report or accident investigation). Enclose these documents in an AF Form 3986, **Case File Document Outer Envelope** so they are not lost or misplaced. For smaller items which are placed in the AF Form 3986, place these items in an AF Form 3987, **Case File Document Inner Envelope**, to prevent them from getting lost and also keep them together.

2.15. Records Checks. Security forces may access personnel, medical, dental and financial records in the performance of official investigations. Use the AF Form 686, **Substantive Investigations Record Check Summary**, to collect detailed information as required on each subject during the investigation. Maintain this form with the completed ROI.

2.16. Release of Information. AFI 51-201, *Administration of Justice*, outlines Air Force policy on the release of statements, confessions and other forms of information relating to criminal proceedings. Consult the local SJA with questions.

2.17. Informants. The security forces investigations section may gather information through the use of informants. When used, establish a central informant information file. Maintain complete security over this file by securing it in a locked file cabinet and limit access to the investigator, CSF, as directed by court order or as allowed in writing by the informant.

2.17.1. Maintain all known information on informants, including their background, occupation, attitude, motivation for cooperation, criminal record (if applicable), reliability and data on each case for which the informant has provided information. Also maintain information on each contact with the informant. This includes the time and place of each contact, individuals present, information provided by the informant, directions or taskings given by the investigator and money spent.

2.17.2. The informant file, because of its confidential nature, is exempt from inspections unless specifically authorized by the CSF.

2.17.3. Contact AFOSI if an informant desires to provide information for financial gain, provides information not in the investigative purview of the security forces or has access to criminal activity that could result in their being threatened or harmed.

2.18. Field Interview Data. AF Form 3907 will be used to record routine contact between security forces members and the public. Data obtained from the AF Form 3907 should be compared by investigators against reported criminal activity to obtain possible leads.

2.19. Defense Clearance and Investigations Index (DCII). Indexing security forces investigative suspects and certain witnesses and victims in the DCII will allow their tracking from base to base and allow security clearance investigators to identify these individuals as potential security risks.

2.19.1. Within the Air Force, AFOSI is the agency responsible for putting data in the DCII. Security forces will provide originals of all completed reports of investigation, AF Form 3545, and DD Form 1805, *Unites States District Notice Violation*, for crimes they have investigated as shown in the AFOSI and security forces matrix in [Attachment 2](#). AFOSI will be responsible for the filing and storage of these documents. Security forces will be responsible to answer any freedom of information requests made concerning these reports until the copy of the report, maintained in SF Reports and Analysis, is no longer available.

2.19.2. The DCII has a central file search and retrieval capability. Security forces investigators may request searches of DCII through their local AFOSI unit. This search discloses any DoD investigative files on individuals. Such searches provide valuable investigative leads and background on individuals involved in ongoing investigations or individuals considered for use as informants.

2.20. Air Force Law Enforcement Terminal System (AFLETS). AFOSI special agents and security forces investigators can make requests for computerized criminal histories through AFLETS. The installation CSF establishes procedures for AFLETS in accordance with applicable state guidelines.

2.21. Financial Investigations. DoD Directive 5400.12 prescribes the procedures for the DoD to use in gaining access to financial records maintained by financial institutions (banks, credit unions, etc.). Secu-

rity forces personnel seeking access to an individual's financial records during an investigation (bad checks, etc.) must first ask for the customer's consent. DoD Directive 5400.12, **Enclosures 3 and 10** establish the exact format for consent.

2.21.1. Security forces personnel seeking access to an individual's financial records during an investigation may issue a formal written request for financial records when the records sought are relevant to a legitimate law enforcement inquiry. Issue this request only if the customer declined to consent to the disclosure of his/her records or if you determine that seeking consent from the customer would compromise or harmfully delay a legitimate law enforcement inquiry. Seek SJA guidance before using this procedure. DoD Directive 5400.12, **Enclosures 4, 11 and 13** establish the formal written request format. Strictly adhere to the customer notification procedure and waiting period specified in **Enclosure 4**.

2.21.2. Security forces personnel may not use administrative subpoena, search authorizations or judicial subpoena to obtain financial records. Refer the matter to AFOSI if there is a need to use one of these procedures. Declination by AFOSI to pursue these avenues is not justification for security forces personnel to attempt their use.

2.21.3. You may not transfer financial records obtained under the provisions of DoD Directive 5400.12 to another agency or department outside the Department of Defense unless the head of the transferring law enforcement office or delegate certifies in writing there is reason to believe the records are relevant to a legitimate law enforcement inquiry within the jurisdiction of the receiving agency or department. Maintain these certificates with the DoD component's copy of the released records.

2.21.4. Whenever incorporating financial data obtained under DoD Directive 5400.12 into an ROI or other correspondence, take precautions to ensure you make no distribution of the reports or correspondence outside the DoD except in compliance with procedures set forth in **Enclosure 8** of DoD Directive 5400.12. The report or other correspondence must also contain an appropriate warning restriction on the first page or cover. DoD Directive 5400.12, **Enclosure 8** provides a suggested restrictive legend.

2.21.5. The provisions of DoD Directive 5400.12 do not govern obtaining access to financial records maintained by military banking contractors in overseas or other financial institutions in offices located on DoD installations outside the continental US, Puerto Rico, Guam, District of Columbia, American Samoa or Virgin Islands. In overseas areas it is preferable to obtain access to financial records maintained by military banking contractors by customer consent.

2.21.6. Access to financial records maintained by all other financial institutions overseas by law enforcement activities must comply with local foreign statutes or procedures governing such access.

2.21.7. All security forces units must collect statistics on requests for access to financial records held by financial institutions in accordance with the Right to Financial Privacy Act of 1978. Specifically, any request for financial records made during the course of an investigation, either by a suspect in cooperation with investigators or by use of other formal written request, must be reported.

2.21.7.1. All security forces units must collect the information on DD Form 2563, **Department of Defense Right to Financial Privacy Act Report** and submit the form to the appropriate MAJ-COM for consolidation and submission to the HQ Air Force Security Forces Center, Police Services Branch (HQ AFSFC/SFOP), (RCS: DD-DA&M (A) 1538). Instructions for completing DD Form 2563 are found in DoDD 5400.12. The report must reach AFSFC/SFOP no later than 1 Feb-

ruary of each year. Direct reporting units will report directly to AFSFC/SFOP. AFSFC/SFOP will consolidate the inputs and provide a report to SAF/IGX. Negative reports are required.

NOTE: Financial institutions are only legally obligated to provide information in response to procedures that invoke search warrants or subpoenas. Compliance with other procedures (customer consent and formal written notification) is voluntary. If a financial institution is reluctant to release information, consult with your local staff judge advocate.

2.22. Investigation of Sexual Misconduct. An action authority (normally the suspect's commanding officer) evaluates allegations involving only adult private consensual sexual misconduct according to DoD Instruction 5505.8, *Investigation of Sexual Misconduct by the Defense Criminal Investigative Organizations and Other DoD Law Enforcement Organizations*. Action authorities normally dispose of such allegations without the investigative services of AFOSI or the security forces. Installation security forces may not initiate an investigation solely for an allegation of sexual misconduct without a written request from an action authority except when the allegation involves force, coercion or intimidation; abuse of position or rank; fraternization; persons under the age of 16; or conduct directly applicable to security standards for access to classified information.

2.22.1. Before the initiation of any investigation into sexual misconduct, the CSF should meet with the SJA to ensure a security forces investigation of the matter is in the best interests of the Air Force.

2.22.2. You must limit investigations to the factual circumstances directly relevant to the specific allegation.

2.22.3. Do not initiate an investigation to determine sexual orientation, that is, whether a service member is a heterosexual, homosexual or bisexual.

2.23. Victim/Witness Assistance Program (VWAP). According to DoD Directive 1030.1, *Victim and Witness Assistance*; and DoD Instruction 1030.2, *Victim and Witness Assistance Procedures*, identification of victims and witnesses is the responsibility of the agency that investigates the crime, e.g., SF, OSI. The term "investigates" also applies to first responders. These two DoD publications and AFI 51-201, provide guidance on the implementation of these programs in the Air Force.

2.23.1. Scope of VWAP. VWAP applies in all cases in which criminal conduct adversely affects victims or in which witnesses provide information regarding criminal activity. Pay special attention to victims of violent crime, but ensure all victims and witnesses of crime who suffer physical, financial or emotional trauma receive the assistance they are entitled to.

2.23.2. Security Forces Role in VWAP. Security forces members are critical members of a multi-disciplinary team. As first responders and investigators, security forces members contribute to the success of other team members (e.g. OSI, SJA, Chaplains) who follow during resolution of the incident.

2.23.3. Security Forces Goals in VWAP. Security forces goals are more far-reaching than effective first response. They are:

2.23.3.1. Immediate and permanent termination of the harmful act(s).

2.23.3.2. Favorable resolution of the incident. Incidents are considered favorably resolved when offenders have been identified and held accountable, and the victim has been referred to the appropriate agencies for assistance in recovering from the incident.

2.23.3.3. Recovery of the victim. Complete recovery from an incident is largely dependent on a victim's willingness to participate in the recovery process. Although security forces cannot do the actual recovering for the victim, they can ensure the victim is properly treated and informed about available resources.

2.23.4. Providing Information. Every security forces member standing or working a post must carry a supply of DD Forms 2701, **Initial Information for Victims and Witnesses of Crime**. Distribute DD Form 2701 to any person meeting the requirements of paragraph 2.23.1. When in doubt as to whether a person meets the requirements to be issued a DD Form 2701, issue the form. Annotate the AF Form 3545 whenever a DD Form 2701 is issued.

2.23.4.1. Provide all victims with reasonable ideas for protection. Examples of reasonable ideas for protection would be properly securing homes, work places and property. For victims of domestic violence or abuse, staying with family members or friends would be an example of a reasonable idea for protection.

2.23.4.2. Brief all victims and witnesses on the four phases of the judicial process (response, investigation, prosecution and confinement) and provide them with information on what may be expected from them during each phase.

2.23.5. Security forces, in conjunction with the base SJA, develop a training syllabus for local use that includes those items unique to the base and local area as well as any state law and available resources that might apply to the victim. This training applies to investigators and other security forces personnel as appropriate.

2.23.6. If necessary, security forces and AFOSI will provide protection or coordinate with other federal, state or local law enforcement authorities to protect the victim/witness. Security forces must notify the SJA when they identify a victim. This allows the SJA to administer the victim/witness assistance process.

2.23.7. Investigators must "flag" incident reports to indicate it is a "victim/witness" case. Adding a prefix or suffix to the case number aids the SJA's auditing process of victim/witness cases.

2.23.8. The importance of securing the cooperation of victims and witnesses cannot be overstated. Our ability to appropriately interact with victims and witnesses is essential to securing that cooperation. One general thought applies to VWAP scenarios--what good does it do to secure crime scenes, collect evidence, conduct interviews, ascertain facts and apprehend offenders if the victim is turned off by the process?

2.24. Fingerprinting Military Suspects Under Investigation. DoD Instruction 5505.11, requires an FD-249, *Suspect Fingerprint Card*, be submitted on all military suspects under investigation by security forces for offenses listed in DoDI 5505.11, **Enclosure 3**, only when such offenses are disposed of by court-martial or command action by an Article 15.

2.24.1. Offender criminal history data records required under DoDI 5505.11 will be initiated by preparing and submitting FD-249 to the FBI. Submit the FD-249 when the commander initiates military judicial proceedings or takes action in non judicial proceedings against a military subject investigated for an offense listed in **Enclosure 3**. Submit the FD-249 within 15 days of initiation of military judicial or non judicial proceedings.

2.24.2. If final disposition of the proceedings is expected within 60 days, hold the FD-249 and submit it with command action taken. If proceedings are expected to take longer than 60 days, submit the FD-249 without command action and follow it up with FBI/DOJ Form R-84, **Final Disposition Report**, when action is taken. Do not delay filing the FD-249 past 60 days.

2.24.3. Approvals of requests for discharge, retirement or resignation in lieu of court-martial and/or a finding of lack of mental competence to stand trial shall be recorded as final disposition on either the FD-249 or R-84 as appropriate.

2.24.4. Procedures for obtaining the necessary forms and training are found in DoDI 5505.11.

2.25. Obtaining Bad Checks from AAFES. Security forces investigators obtain copies of bad checks directly from HQ AAFES, Dallas, TX at HQ AAFES, FA-T-R/C (Check Fraud Section). P.O. Box 650038, Dallas, TX 75265-0038.

2.25.1. The investigator will prepare the request letter on official letterhead. The letter must contain the subject's name, social security number, and information on the checks required. The investigator will also provide their commercial and Defense Switched Network (DSN) telephone numbers along with their e-mail address, if possible.

2.25.2. The investigator must also prepare a self-addressed return envelope (using his/her name and address). This return envelope must be either a certified, express mail service with positive controls, or registered mail prepaid envelope. This allows for AAFES's tracking and proof the checks were forwarded. NOTE: The retrieval process can take between 45 and 60 days.

2.25.3. Upon receipt of checks, the investigator will sign them into evidence. Once the checks are no longer required as evidence, the investigator will return them to HQ AAFES at the address shown in paragraph [2.25](#).

2.26. Forms Prescribed. AF Form 688, AF Form 310, SF 1164, AF Form 52, AF Form 1880, AFVA 31-231, AF Form 1168, DD Form 2708, AF Form 3545, AF Form 445, AF Form 686, AF Form 3907, DD Form 2563, DD Form 2701, FD-249, FBI/DOJ Form R-84, AF Form 3986, AF Form 3987.

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DCS/Air & Space Operations

(USAFE)

DANNY K. GARDNER, Brigadier General, USAF
Director, Installation and Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 1030.1, *Victim and Witness Assistance*, November 23, 1994

DoD Instruction 1030.2, *Victim and Witness Assistance Procedures*, December 23, 1994

DoD 4160.21-M-1, *Defense Demilitarization Manual*

DoD Manual 4160.21, *Defense Reutilization and Marketing Manual*, March 1990

DoD Directive 5505.9, *Intercept of Wire, Electronic, and Oral Communication for Law Enforcement*, April 20, 1995

DoD Directive 5400.12, *Obtaining Information from Financial Institutions*, February 6, 1980

DoDI 5505.11, *Fingerprint Card and Final Disposition Report Submission Requirements*

DoD Instruction 5505.8, *Investigation of Sexual Misconduct by the Defense Criminal Investigative Organizations and Other DoD Law Enforcement Organizations*, February 28, 1994

AFPD 31-2, *Law Enforcement*

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 51-201, *Administration of Justice*

AFI 71-101, Vol. I, *Criminal Investigations, Counterintelligence, and Protective Service Matters*

Right to Privacy Act of 1978

Article 31, Uniform Code of Military Justice

Abbreviations and Acronyms

AFLETS —Air Force Law Enforcement Terminal System

AFOSI —Air Force Office of Special Investigations

AFPD —Air Force Policy Directive

AFSFC —HQ Air Force Security Forces Center

AFVA —Air Force Visual Aid

CSF —Chief of Security Forces

DCII —Defense Clearance and Investigations Index

DIBRS —Defense Incident-Based Reporting System

DoD —Department of Defense

DoDD —Department of Defense Directive

DoDI —Department of Defense Instruction

DRMO —Defense Reutilization Management Office

FPDDE —Forensic Psychophysiological Detection of Deception Examinations

GSA —Government Services Administration

JDET —Joint Drug Enforcement Team

MAJCOM —Major Command

NAFI —Non Appropriated Funds Instruction

PCP —Phencyclidine

ROI —Report of Investigation

SF —Security Forces

SJA —Staff Judge Advocate

VWAP —Victim Witness Assistance Program

Terms

Domestic Violence—(As defined by the DoD Task Force on Domestic Violence)

The use, attempted use or threatened use of physical force, violence, a deadly weapon, sexual assault, stalking or the intentional destruction of property; or

Behavior that has the intent or impact of placing a victim in fear of physical injury; or

A pattern of behavior resulting in emotional/psychological abuse, economic control and/or interference with personal liberty directed toward any of the following persons:

- A current or former spouse; or
- A current or former cohabitant; or
- A current or former intimate partner ; or
- A person with whom the abuser shares a child in common.

Sexual Misconduct —A sexual act or acts in violation of Chapter 7 of title 10 U.S.C. occurring between consenting adults, in private, whether on or off a military installation.

Victim —(IAW DoDD 1030.1) A person who has suffered direct physical, emotional or pecuniary harm as a result of the commission of a crime committed in violation of the UCMJ or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DoD components. See DoDD 1030.1 for further information on identification of victims.

Witness —(IAW DoDD 1030.1) A person who has information or evidence about a crime, and provides that knowledge to a DoD component about an offense in the investigative jurisdiction of a DoD component. When the witness is a minor, this term includes a family member or legal guardian. This term does not include a defense witness or an individual involved in the crime as a perpetrator or accomplice.

Attachment 1 (USAFE)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

ANG—Air National Guard

AFRC—Air Force Reserve Command

US—United States

USAFE—United States Air Forces in Europe

Attachment 2

AFOSI AND SECURITY FORCES INVESTIGATIVE MATRIX (IAW AFI 71-101, VOL.I)

Table A2.1. AFOSI and Security Forces Investigative Matrix.

R U L E	If the alleged matter involves:	Then contact	
		AFOSI about:	AF security forces about:
1	Assault	Aggravated assault, child physical abuse or neglect involving serious bodily harm, and cases of child sexual abuse	Simple assaults and child physical abuse or neglect not involving serious bodily harm and not involving sexual abuse
2	Bad Checks	Cases involving ring-type activity or dollar accumulations of \$2000.00 or more.	Cases not involving ring-type activity and those involving dollar accumulations of less than \$2000.00.
3	Black Market	Black market transfers involving dollar amounts of \$2500.00 or more, ring-type activity and cases involving coordination with host-nation investigative agencies.	Cases involving dollar amounts of less than \$2500.00, not involving ring-type activity, or coordination with host-nation investigative agencies.
4	Bribery	All.	None.
5	Computer Crimes	Felony offenses; investigations involving computer hackers and intrusions, child pornography, classified information, counterintelligence, and terrorism.	Misdemeanor offenses, adult pornography or unauthorized personal use.
6	Counterfeiting	All.	None.
7	Customs Violations	Violations requiring coordination with federal agencies outside the local area, or ring-type activities.	Local investigations resulting from security forces or host-nation customs inspections.

R U L E	If the alleged matter involves:	Then contact	
		AFOSI about:	AF security forces about:
8	Death—Murder, voluntary and involuntary manslaughter, suicide and death by unknown causes.	All except vehicular deaths on base (unless suspected homicide or suicide).	All on-base vehicular deaths (unless suspected homicide or suicide).
9	Drug Abuse	All cases of sale, transfer, trafficking, manufacturing, cultivation, or smuggling. Selected use or possession cases intended to identify dealers and traffickers. All investigations of persons not subject to the UCMJ under DoD Memo 5. Cases resulting from results during random urinalysis unless deferred. In addition, thefts from medical and medical supply channels.	Local investigations involving use or possession. Participate with AFOSI in joint operations involving dealers and traffickers. Cases involving results from random urinalysis when deferred by AFOSI. NOTE: Security forces investigations will notify the local AFOSI detachment anytime they are conducting a drug related investigation.
10	Environmental Crimes	All	None
11	Forgery	Cases involving the US Treasury or other federal agencies.	Local cases not involving US federal agencies.
12	Fraudulent Enlistment, Appointment or Discharge	All.	None.
13	Housebreaking	Cases involving ring-type activity, aggravated assault and government property loss exceeding \$2500.00.	Cases not involving ring-type activity, aggravated assaults prohibited by Rule 1 and government property losses of less than \$2500.00.
14	Impersonation—Assuming a false identity	All except cases in which the only goal was to impress others.	Cases in which the only goal was to impress others and those not involving pecuniary gain or the US mail as a transmittal vehicle.

R U L E	If the alleged matter involves:	Then contact	
		AFOSI about:	AF security forces about:
15	Intimidation— Extortion, kidnapping, attempted bombings and hijackings.	All, unless deferred.	Bomb threats and localized threats to injure or extort money or favors from others in which no overt act actually occurred.
16	Improper Use or Diversion of government property	Cases involving dollar values exceeding \$2000.00.	Cases involving dollar values of less than \$2000.00.
17	Larceny by Fraud— Manipulation or falsification of records, receipts, inventories and so on to cover thefts	All.	None.
18	Larceny of Government Property	Thefts of controlled substances, AA&E and government property with a dollar value exceeding \$2000.00.	Cases involving property valued at less than \$2000.00.
19	Larceny of Private Property	Cases involving ring-type activity and those cases involving dollar amounts exceeding \$5000.00.	Incidents involving dollar amounts of less than \$5000.00.
20	Misconduct, Attempted Suicides and Bigamy	Bigamy, misconduct offenses by authority figures and attempted suicides.	Misconduct offenses and suicidal gestures.
21	National Security Matters- Threats and acts of espionage, subversion, terrorism (bombings, hijackings, kidnapping and thefts of weapons, explosives and use of weapons of mass destruction).	All.	None.

R U L E	If the alleged matter involves:	Then contact	
		AFOSI about:	AF security forces about:
22	Perjury, False Official Statements	Cases involving leads to other locations or requiring the submission of evidence to the FBI or other federal crime lab.	Other local incidents.
23	Postal Violations	All.	None.
24	Procurement, Disposal and Pay-and-Allowance Matters	All procurement and disposal matters. Pay and allowance matters involving ring-type activity or dollar amounts exceeding \$2000.00.	Pay-and-allowance matters involving dollar amounts of less than \$2000.00.
25	Property Destruction, Arson, Bombing, Intentional Damage to USAF Aircraft or Equipment and Intentional Damage to Government or Private Property.	Aggravated arson, intentional damage to USAF aircraft or Protection Level 1, 2 or 3 resources and intentional damage to government property valued at \$2500.00 or more.	Intentional damage to government property valued at less than \$2500.00 and all incidents of damage to private property.
26	Robbery—Armed and Unarmed	All.	None.
27	Security Violations	Cases that the command specifically requests.	Cases to support command responsibilities according to AFI 31-401, <i>Managing the Information Security Program</i> .
28	Sex Offenses—Rape, Carnal Knowledge, Sodomy, Indecent Exposure, Sexual Misconduct, Voyeurism and Child Sexual Abuse.	Rape, sodomy, child sexual abuse, cases involving serious bodily harm, carnal knowledge and sexual misconduct by authority figures.	Indecent exposure, sexual misconduct and voyeurism.

NOTE: In all cases, notify AFOSI if the suspect has a TOP SECRET clearance or access to sensitive information. Ring-type activity is defined as continuing activity involving more than a simple conspiracy to commit a crime.

Attachment 3

SAMPLE SECURITY FORCES REPORT OF INVESTIGATION FORMAT

REPORT OF INVESTIGATION

REPORT BY:

SFAR CASE NUMBER:

DATE OF REPORT:

SFOI CASE NUMBER:

MATTERS INVESTIGATED: Offense Investigated and Statute Violated

SUBJECTS: Name (first, middle, last), Sex, Date of Birth, State or Country of Birth, Rank, Social Security Number, Unit of Assignment, Base and State or Country of Assignment

VICTIMS: Name (first, middle, last), Sex, Date of Birth, State or Country of Birth, Rank, Social Security Number, Unit of Assignment, Base and State or Country of Assignment

WITNESSES: Name (first, middle, last), Sex, Date of Birth, State or Country of Birth, Rank, Social Security Number, Unit of Assignment, Base and State or Country of Assignment

STATUS: Open or Closed

SFOI NCOIC Signature Block

SAMPLE SECURITY FORCES REPORT OF INVESTIGATION FORMAT**SYNOPSIS**

1-1. Complete overview of the incident

BACKGROUND

2-1. How incident was brought to attention of authorities

NARRATIVE**Witness Interview**

3-1. Interview of:

Date/Place:

Interviewer:

Overview of witness statements

3-2. Interview of:

Date/Place:

Interviewer:

Overview of witness statements

Victim Interview

3-3. Interview of:

Date/Place:

Interviewer:

Overview of victim statements

Subject Interview

3-4. Interview of:

Date/Place:

Interviewer:

Overview of subject statements, if any

Evidence

3-5. List evidence collected

Legal Coordination

3-6. Identify SJA representatives briefed on this investigation and any guidance given

Records Check

3-7. List personnel, medical, dental records checked and results

Other Investigative Aspects

3-8. List any other activity or briefings not previously identified

LAW ENFORCEMENT RECORDS

4-1. DCII check results if conducted

4-2. SFAR and/or AFLETS checks conducted and results

EXHIBITS

5-1. List of statements and other paperwork attached to the case file

INVESTIGATIVE STATUS

6-1. Open or Closed